



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

APPRENTICE/TRAINEE EMPLOYMENT REPORT

The contractor/approved subcontractor must submit this report to the Engineer for approval each construction season on or before the date that each apprentice or trainee is hired or rehired. Section 645 Training is intended for minorities and women. If a contractor wishes to train a non-minority male for credit under Item 645, the contractor must submit documentation of good faith efforts (specified in 645-2.01) to the Engineer. There will be no payment for training hours prior to the approval of this completed report and verification of applicable good faith efforts.

Project No. (Federal/State)	Project Name
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Contractor	Employee Name	Apprentice ¹ <input type="checkbox"/> Trainee ² <input type="checkbox"/>
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Employee Social Security No.	Date of Birth	Employee Start Date (this project)
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Employee's Mailing Address

Job Classification	Wage Scale ³ _____ Percentage of Journey Scale _____%
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Employee Status	New Hire <input type="checkbox"/>	Re-hire <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Transfer <input type="checkbox"/>
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Gender: Female <input type="checkbox"/> Male <input type="checkbox"/>	Ethnicity: Alaska Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/>	American Indian <input type="checkbox"/> Caucasian <input type="checkbox"/>	African American <input type="checkbox"/> Hispanic <input type="checkbox"/>
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Has the contractor provided training to this individual before, either on this project or on some other project? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, is the training to be given this individual a continuation of training on this project from last season? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Signature of Authorized Company Representative	Date
Point of Contact	Phone
Address	

For the Engineer: Did the apprentice/trainee start training within two (2) weeks of the start date indicated on Form 25A311 Yes <input type="checkbox"/> No <input type="checkbox"/> If no, a change order may be required (check with the Regional Compliance Officer).	
Signature of Engineer	Date Approved for Credit

- ¹ An apprentice is a person enrolled in a USDOL/BAT training program (union or non-union).
² A trainee is a person enrolled in an ADOT&PF approved training program.
³ A copy of a union dispatch list must accompany this form for each union apprentice hire.

Distribution after approval by Engineer to:

Project Files
Regional Contract Compliance Office
Civil Rights Office, P. O. Box 196900, Anchorage, Alaska 99519-6900
Contractor